

SYKES'S
MANUAL
OF
Penmanship.

MANCHESTER:

R. S. CHRYSTAL, 11, MARKET STREET.

LONDON:

SIMPKIN, MARSHALL, HAMILTON, KENT, & CO. LIMITED.

ONE SHILLING NET.

Emily Watson
Form 3 1st year

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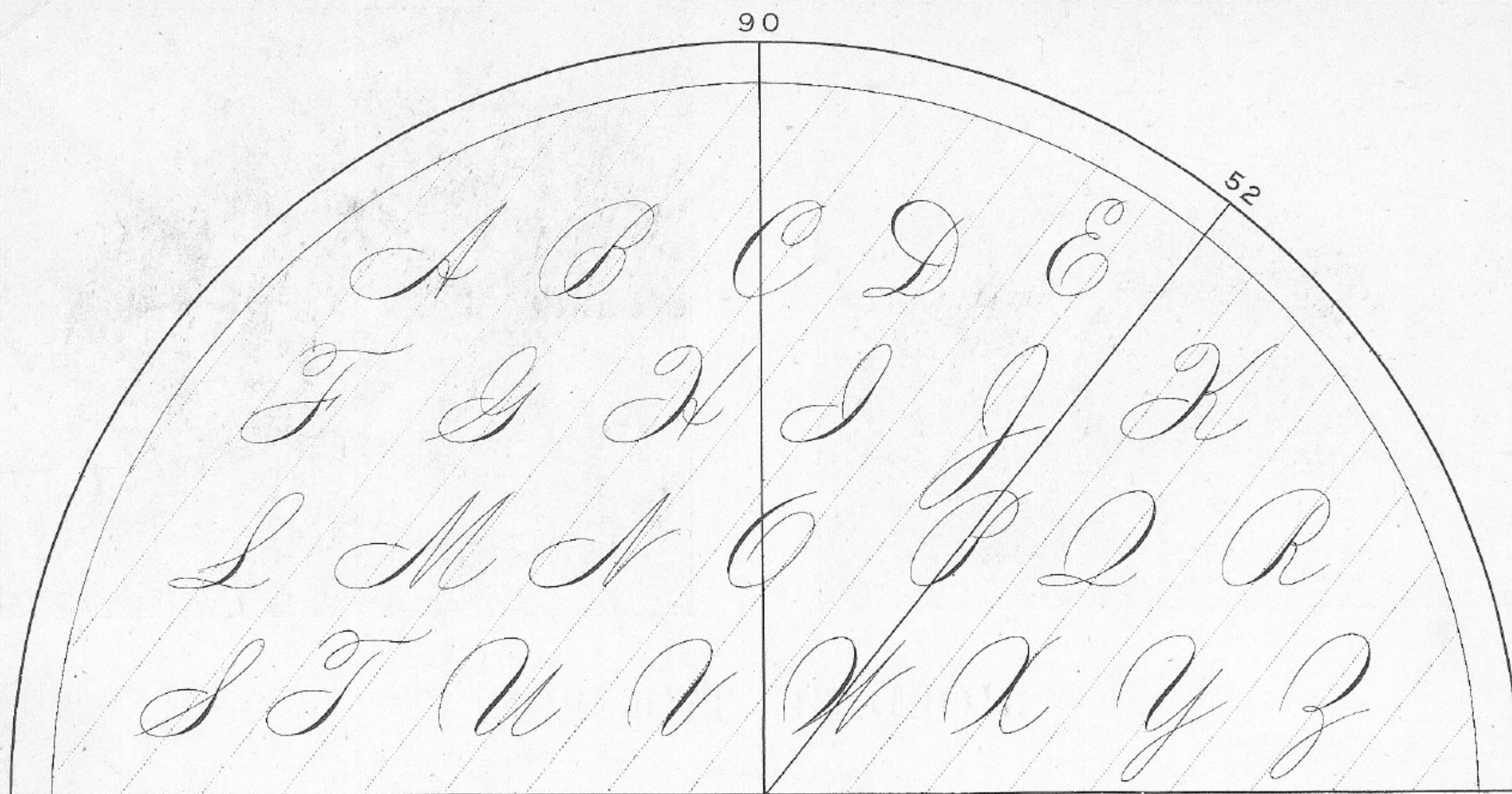
INTRODUCTION.

THIS Handbook of Penmanship contains a comprehensive System embracing all the instruction required to secure Legibility, Speed, and Symmetry in writing. The series of Movement Exercises which is given in combination with the letter forms add interest to the lessons while developing a perfect command of the pen. To Teachers in Elementary Schools, the portion devoted to an analysis of the letters should be of great value, as being applicable to any style of writing. Teachers of Adult Classes are furnished with a method of instruction as attractive as it is thorough; candidates for the Civil Service appointments and home students can, with a little application, make a distinct improvement in their writing in a very short time. This System has stood the test of many years practice both in the Manchester Grammar School, the Continuation Classes under the School Board, and in private tuition. The Author confidently recommends this Manual to Teachers of Penmanship, and to all who aspire to become skilful in the Art of Writing.

POSITION.

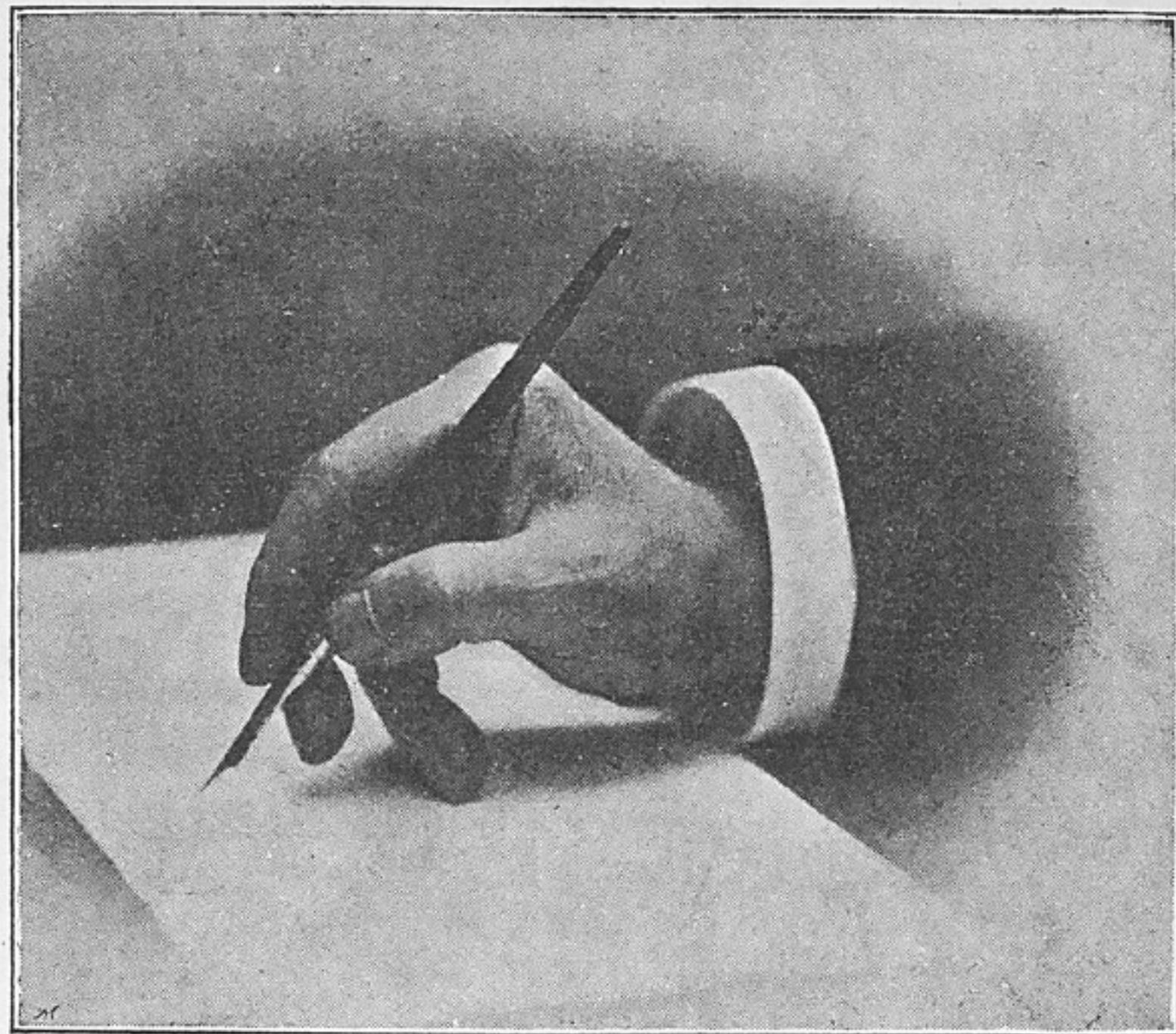
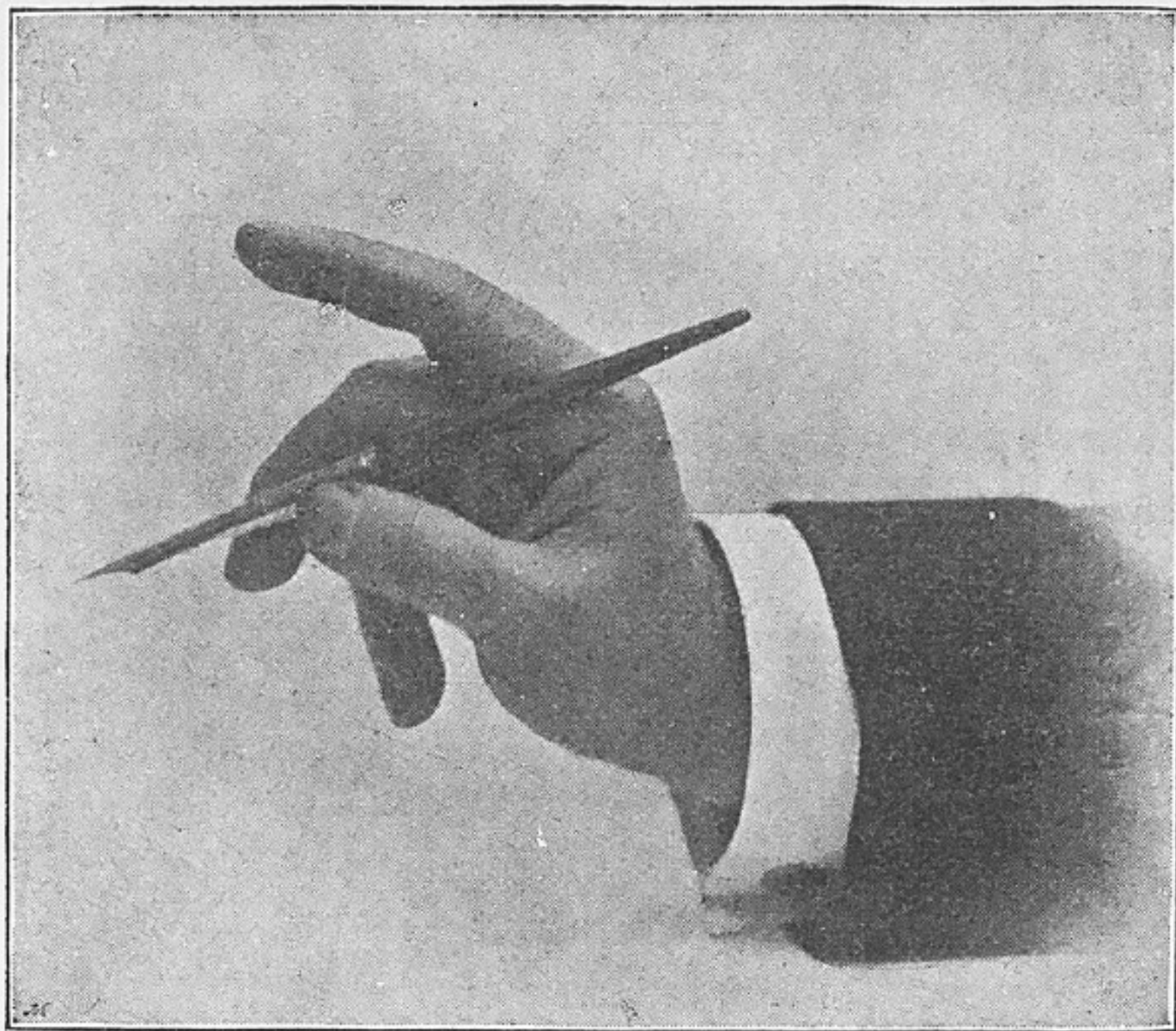
Sit fairly erect with both feet flat on the ground, the right foot a little in advance of the left. Your left side should be nearest the desk and your body supported by your left arm, so that the right may have freedom of movement. The lower edge of the book must be parallel with the edge of the desk and well up so as to make room for the arm. Keep your book a little to your right, except for vertical writing when it should be directly in front of you. Avoid stiffness in position but don't lounge; the direction of the writing is largely governed by the attitude assumed.





SLANT.

Uniformity of Slant is indispensable to good writing and is the result of correct movement. An effective method of acquiring this object is to rule a number of lines at the required slant upon a loose sheet of paper and place it under the sheet written upon so that the lines may appear faintly through.

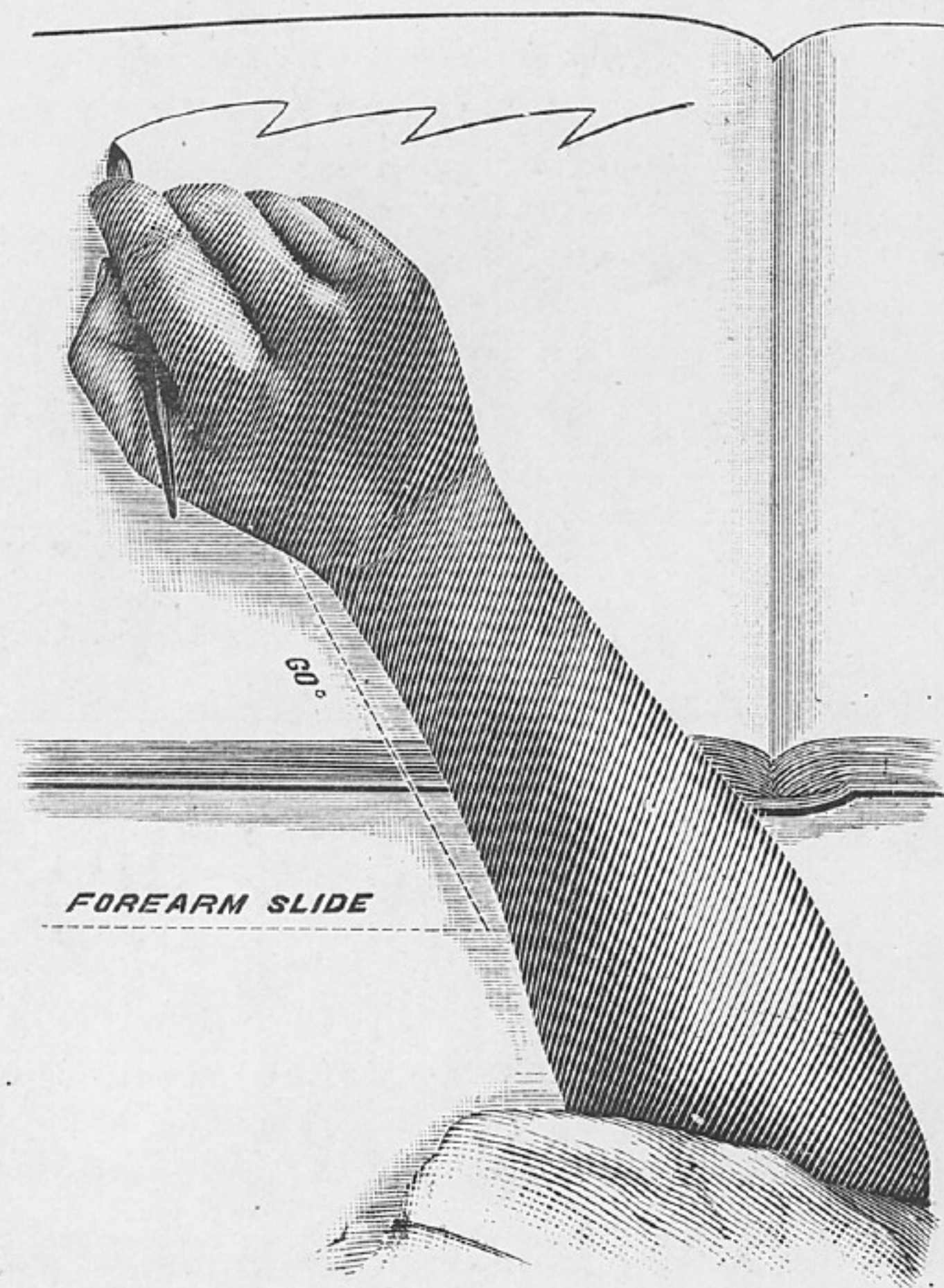


HOLDING THE PEN.

Place the penholder at about one inch and a quarter from the pen point against the first joint of the second finger, and hold it there with the end of the thumb, letting it cross the first finger in front of the knuckle joint. Now rest the first finger lightly on top of the pen. Lower the third and fourth fingers bent, and use the surface of the nails as a sliding support for the hand. Let the wrist lie flat without touching the desk and mind that both points of the pen touch the paper evenly.

MOVEMENT.

The accompanying cut shows the arm in position for writing. Holding the pen as already described, the arm is laid lightly upon the desk in a natural position of about 60° slant. The muscle in front of the elbow acts as a movable slide to carry the hand across the paper, the hand itself sliding at the same time on the surface of the nails of the third and fourth fingers. The same relative position of the hand and arm must be maintained throughout. Do not move the hand independently of the arm. Form the small letters by extending and contracting the fingers that hold the pen, moving the arm across simultaneously. The Capital letters are best made by means of the muscle of the forearm only, keeping the hand and fingers perfectly rigid.

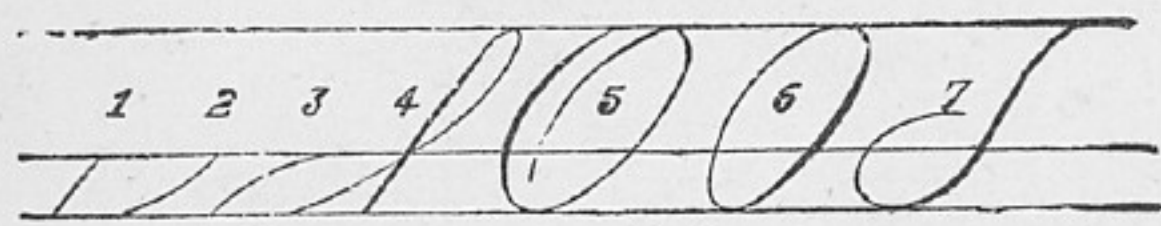


THE SMALL LETTERS.—HEIGHT, 1 SPACE.

ANALYSIS.

An Analysis of the letters is of great value in obtaining uniformity. Most of the letters consist of the following

PRINCIPLES.



All downward lines are on a slant of 52° .

The First Principle is a downward oblique straight line.

The Second Principle is an upward right curve. Slant 30° .

The Third Principle is an upward left curve. Slant 30° .

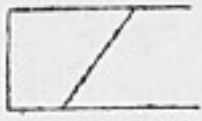

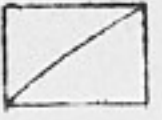


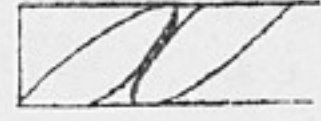





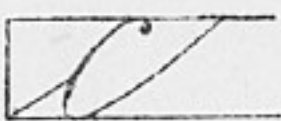




The Fourth Principle is the loop.

The Fifth Principle is the direct Oval.

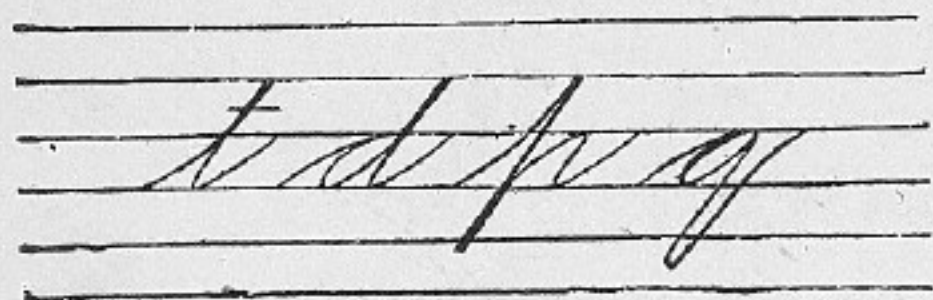
The Sixth Principle is an inverted Oval.

The Seventh Principle is a Compound curve.

A full description of the Principles is given as they are required.

| | | | |
|---|---|---|---|
|  | FIRST PRINCIPLE. A straight downward line. Slant 52° . |  | PRIN. 3, 1, 3, 1, 2. Width, 3 spaces. |
|  | SECOND PRINCIPLE. A right upward curve. Slant 30° . |  | PRIN. 3, 1, 2. Width, 2 spaces. |
|  | THIRD PRINCIPLE. An upward left curve. Slant 30° . |  | PRIN. 3, 1, 1, 2. Width, 2 spaces. |
|  | PRIN. 2, 1, 2. Width, 2 spaces. |  | PRIN. 3, 3 down, 2. Width, 2 spaces. |
|  | PRIN. 2, 1, 2, 1, 2. Width, 3 spaces. |  | PRIN. 2, 3 down, 2. Width, 2 spaces. |
|  | PRIN. 2, 1, 2, 1, 2. Width, 3 spaces. |  | PRIN. 2, 3 down, 2. Width, 2 spaces. |
|  | PRIN. 2, 1, 2. Width, 2 spaces. |  | PRIN. 3, 3 down, 2, 1, 2. Width, 3 spaces. |
|  | PRIN. 3, 1, 3, 1, 3, 1, 2. Width, 4 spaces. |  | PRIN. 2, 3, 2. Width, 2 spaces. |

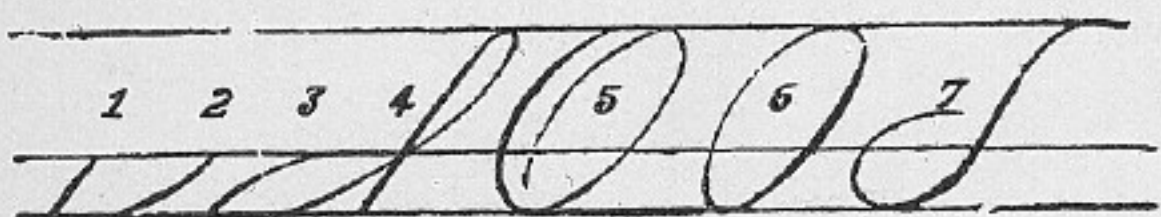
THE EXTENDED LETTERS.



Of the extended letters, some have loops and others have straight lines as continuants.

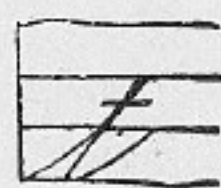
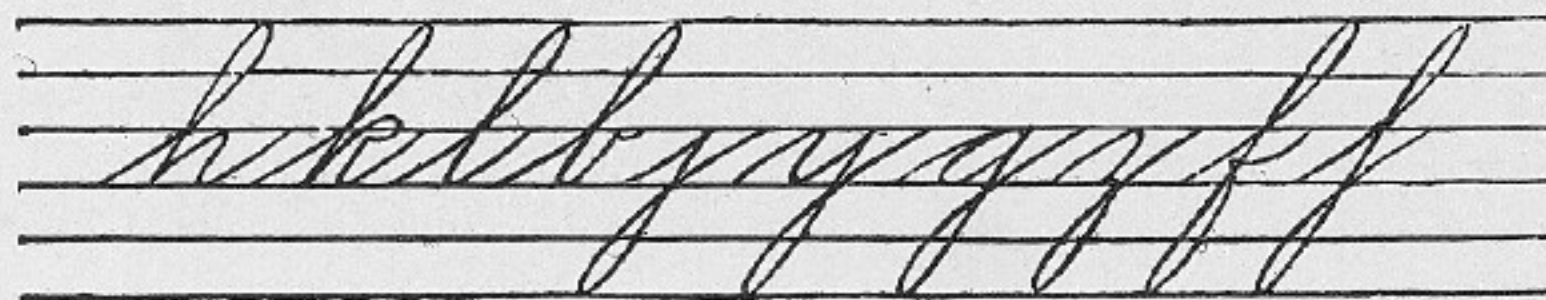
The looped letters are formed of the Fourth Principle and one or more of the other Principles.

Each of the long letters has its corresponding small letter; the lower part of the l is the i, the last part of the h and n are alike, and so on.

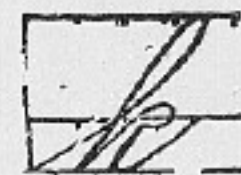


THE FOURTH PRINCIPLE.

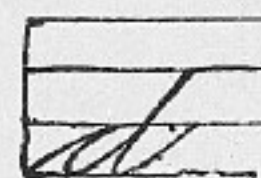
Commence on the base line with a right curve at a slant of 30° to the head line, change to 52° to the top. Make a left turn and a straight downward line at 52° . Height, 3 spaces. Width of loop, $\frac{2}{3}$ space.



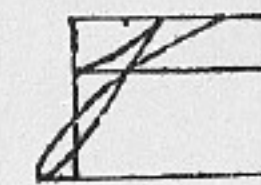
PRIN. 2, 1, 2.
Width, 2 spaces.
Height, 2 spaces.



PRIN. 4, 3, 2, 1, 2.
Width, 3 spaces.
Height, 3 spaces.



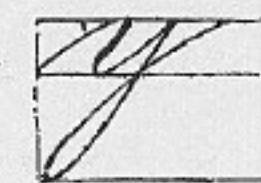
PRIN. 3, 3, 2, 1, 2.
Width, 3 spaces.
Height, 2 spaces.



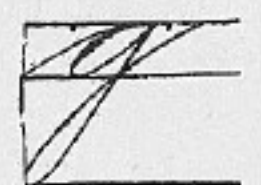
PRIN. 2, 4.
Width, 2 spaces.
Length, 3 spaces.



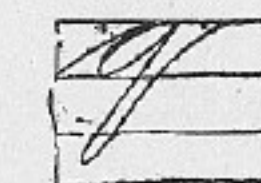
PRIN. 2, 1, 3, 1, 2,
Width, 3 spaces.
Length, $3\frac{1}{2}$ spaces.



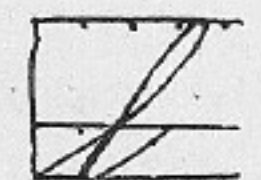
PRIN. 3, 1, 2, 4.
Width, 3 spaces.
Length, 3 spaces.



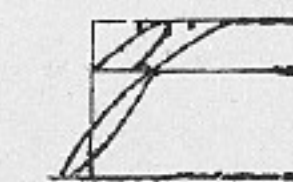
PRIN. 3, 3, 2, 1, 2.
Width, 3 spaces.
Length, $2\frac{1}{2}$ spaces.



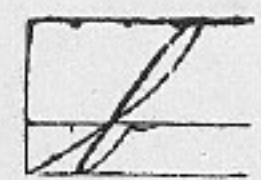
PRIN. 3, 3, 2, 4.
Width, 3 spaces.
Length, 3 spaces.



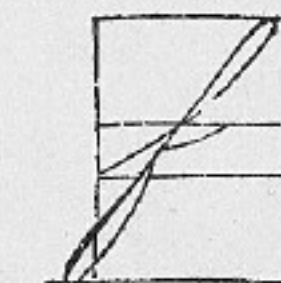
PRIN. 4, 2.
Width, 2 spaces.
Height, 3 spaces.



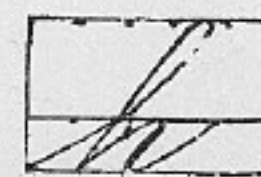
PRIN. 3, 1, 4.
Width, 2 spaces.
Length, 3 spaces.



PRIN. 4, 2.
Width 2 spaces.
Height, 3 spaces.



PRIN. 4 and reversed loop.
Length, 5 spaces.
Width, 2 spaces.

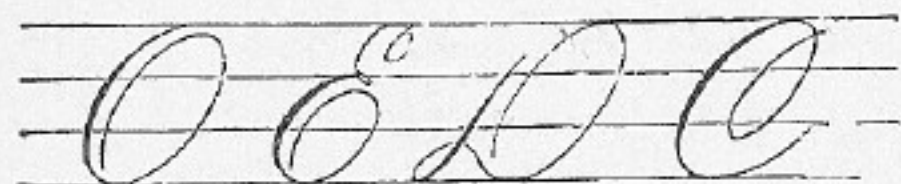


PRIN. 4, 3, 1, 2.
Width, 3 spaces.
Height, 3 spaces.

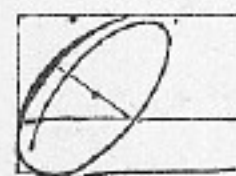
The downward loops have the same proportions as the upward.

THE CAPITALS ANALYZED.

FIFTH PRINCIPLE CAPITALS.



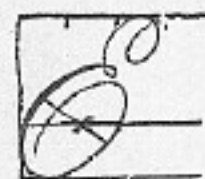
The Fifth Principle is the direct oval.



The outer curve only is to be shaded; the inner parallel with it. The oval is at a slant of 52° .

PRINCIPLE 5.

The balance depends upon the centre loop, which must be at right-angles with the main slant, and $\frac{1}{3}$ of the whole length from the top.



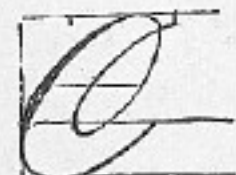
PRINCIPLES 3, 2, 3, 5.

The loop at the base is on the main slant and not horizontal. Preserve the oval in finishing.



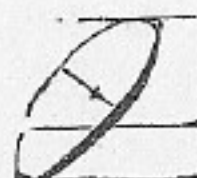
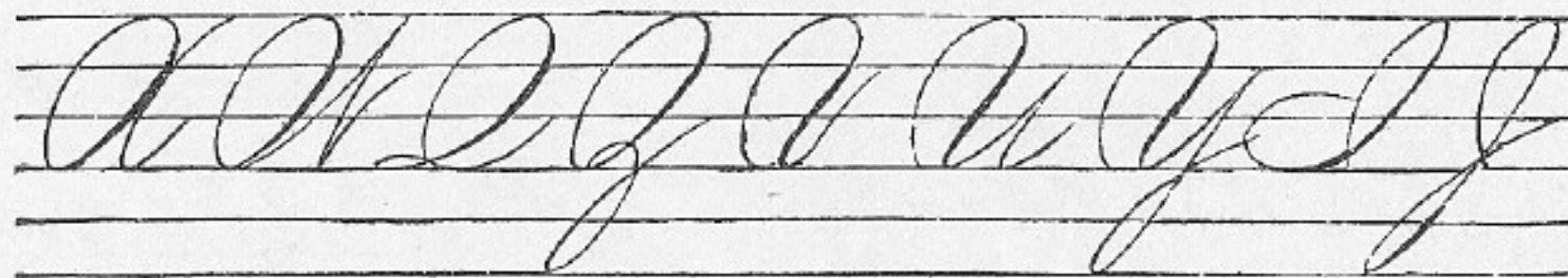
PRIN. 5, 3, 2.

The inner oval is $\frac{2}{3}$ the length of the letter and parallel with the outer.



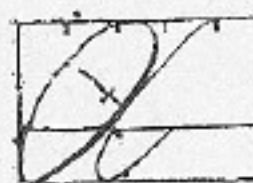
PRINCIPLES 3, 5.

SIXTH PRINCIPLE CAPITALS.



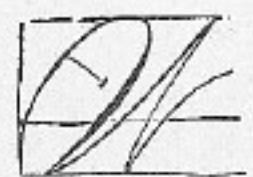
Commence at the base and describe an oval at a slant of 52° . The downward stroke is shaded on the full.

PRINCIPLE 6.



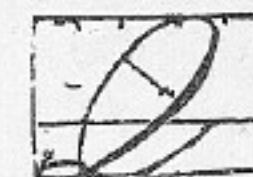
In joining the two downstrokes don't thicken the centre.

PRIN. 6, 3, 2.



The angle at the top should be at the same height as the first curve, the last line is 2 spaces of length.

PRIN. 6, 2, 1, 3.



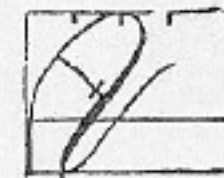
The loop must be narrow and the horizontal curve at the base not too pronounced.

PRIN. 6, 3, 2.



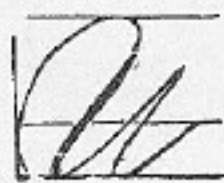
The loop at the base is on the main slant; the oval to be shaded.

PRINCIPLES 6, 4.



Begin with 6th Prin. and blend into a left curve. Finish with a compound curve 2 spaces of height.

PRIN. 6, 3, 2, 3.



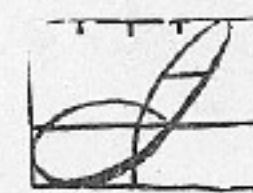
First part like the V; the second part has only 2 spaces of height.

PRIN. 6, 3, 2, 1, 2.



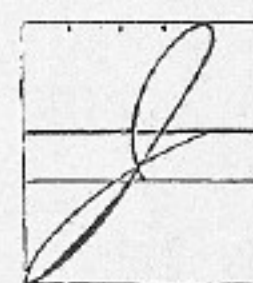
Make the first part exactly like the U, up to the angular joining at 2 spaces of height. Finish with a loop.

PRIN. 6, 3, 2, 4.



Avoid making any angle at the top. Oval at the base is 30° slant.

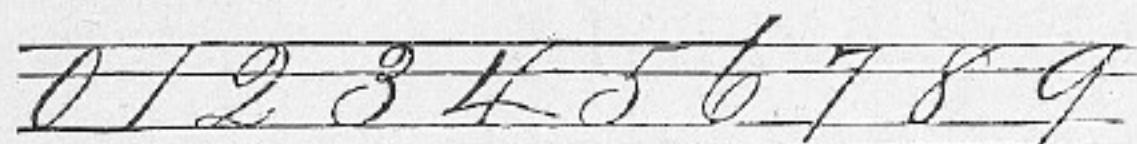
PRIN. 3, 2, 3.



Begin with an upward left curve and do not make the top angular. The top loop is wider than the lower.

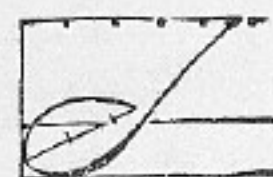
PRIN. 3, 2, 3.

FIGURES.

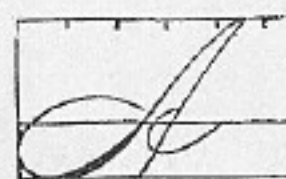


The figures are $1\frac{1}{2}$ spaces in height, except the 6, 7, and 9, which are one half space longer.

SEVENTH PRINCIPLE CAPITALS.

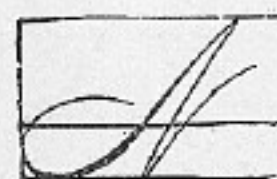


The Seventh Principle is a compound curve, slant 52° , and finishes with an oval, slant 30° .



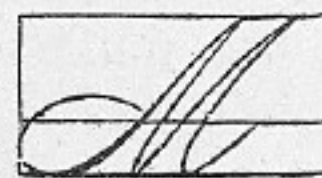
Make the 7th Prin. downward and increase the slant, as it represents an up stroke.

PRIN. 7, 1, 3, 2.



Begin with a downward stroke as above. At the base of next line make a narrow curve. Finish with a left curve 2 spaces.

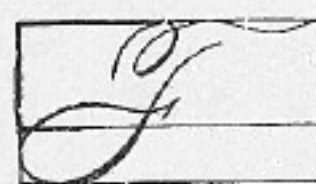
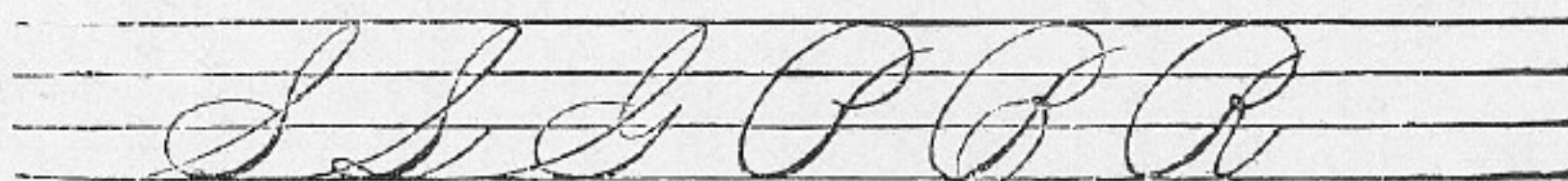
PRIN. 7, 3, 2.



Begin with a downward line. The turn in the centre is a narrow curve.

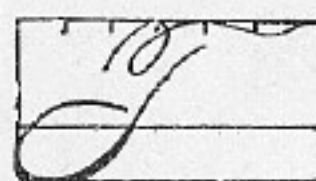
PRIN. 7, 3, 3, 3, 2.

SEVENTH PRINCIPLE CAPITALS.



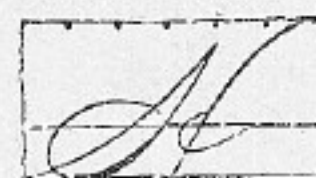
Begin with 7th Prin.; bring the top close to the main stem, the highest part of the compound curve just above it.

PRIN. 7, 3, 2, 3.



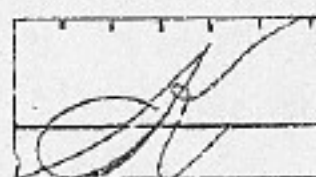
Same as T except the small line at right.

PRIN. 7, 3, 2, 3.



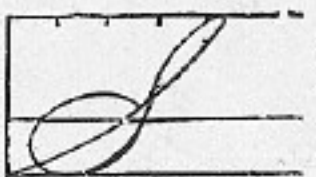
A right upward curve 2 spaces, downward direct curve ending in oval.

PRIN. 2, 7, 3, 3, 2.



Begin as in the H. The loop in the centre must slant at a right-angle with the main slant.

PRIN. 2, 7, 3, 2, 2, 3, 2.



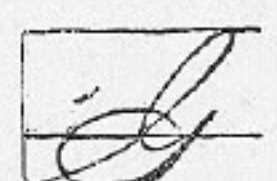
Make a right upward curve, and finish with 7th Prin.

PRIN. 2, 7.



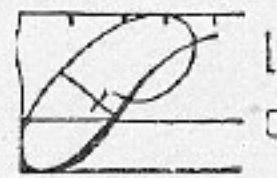
Begin with a right curve and carry the 7th Principle along the line to form a narrow loop.

PRIN. 2, 7.



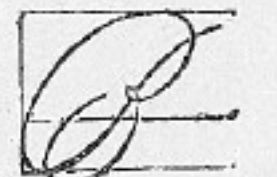
Commence on the base line with a right curve, form a loop to the head line and finish with the main stem.

PRIN. 4, 2, 7.



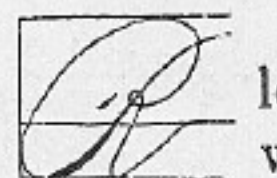
Make the upward curve at left freely and preserve the oval.

PRIN. 7, 6, 2.



Same as P to centre. The loop must be at right-angles with the main slant.

PRIN. 7, 6, 2, 3.



Same as B to centre. The loop must be at right-angles with the main stem.

PRIN. 7, 6, 2, 3, 2.

MOVEMENT EXERCISES.

NOTE.—Each of these Exercises should extend across a sheet of foolscap paper.

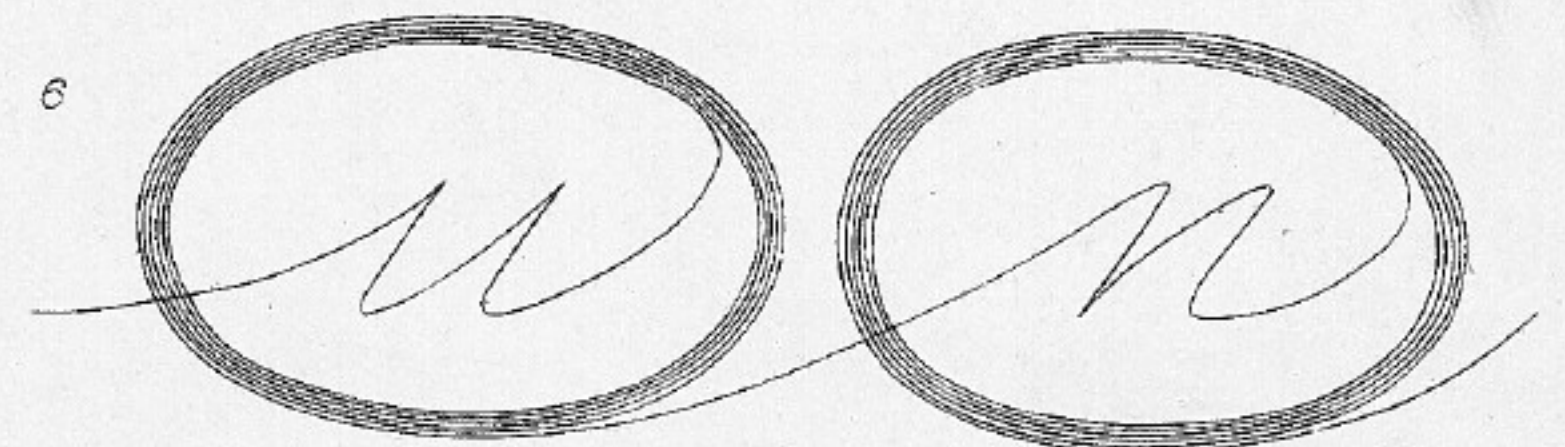
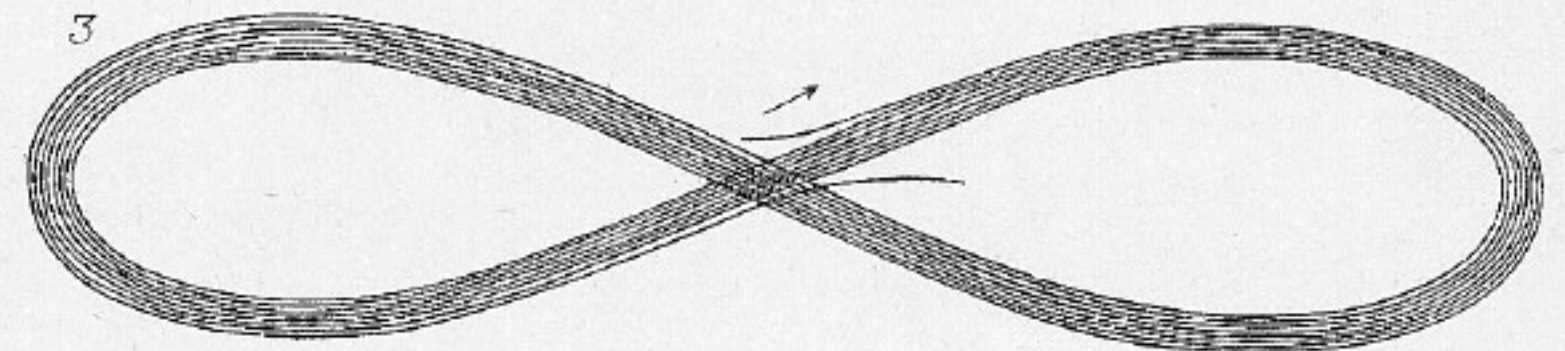
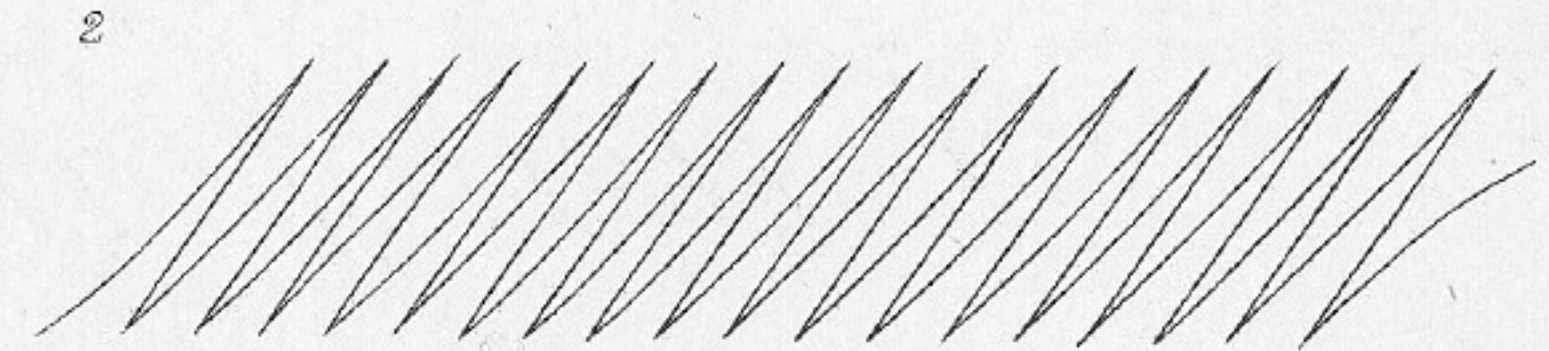
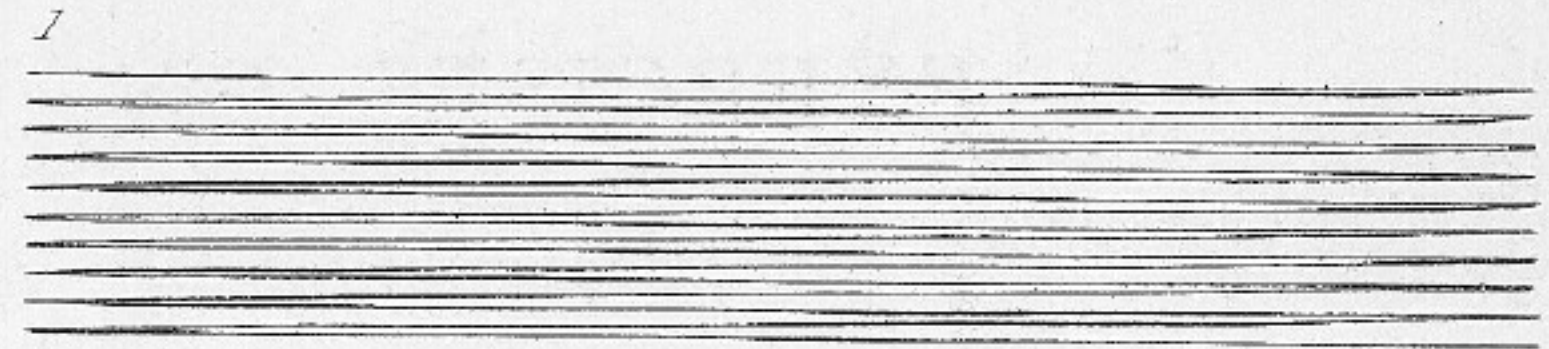
No. 1.—SLIDING MOVEMENT.—Move the hand and arm together across the paper.

No. 2.—COMBINED MOVEMENT.—Move the hand and arm as before but make the slanting lines by extending and contracting the fingers.

No. 3.—MUSCULAR MOVEMENT.—An Exercise in which the muscle of the forearm is employed; the wrist is kept rigid.

Nos. 4 and 5.—COMBINED MOVEMENT.—The upward strokes are made with the Arm Movement, and the downward with the finger.

No. 6.—TRIPLE MOVEMENT.—The upward strokes are made with the sliding movement; the down strokes with the finger movement; and the ovals by rolling the arm lightly on the fleshy part of the forearm while moving the fingers independently.



EXERCISES ON THE SMALL LETTERS.

EACH EXERCISE TO EXTEND ACROSS THE PAGE.

u u u u r m n v o l l e s s a

1 1 1 1 1 1 1 1 1 2 1 1 1 3 1
2 2 2 2 2 2 2 2 2 3 3 3 2 3 3 2 3 3 2 2 2 2 3 2 2 2 7 3 2 2

u u u u

u u u u

w w w w

r r r r

o o o o

l l l l

e e e e

v v v v

m m m m

n n n n

v v v v

x x x x

s s s s

a a a a

THE LOOPED LETTERS.

EACH EXERCISE TO EXTEND ACROSS THE PAGE.

lululul

bubub

huhuh

kukuk

ululul

dududu

froo@froo@froo@

yoyoyo

yoyoyo

gogogo

zozozo

puupu

quququ

SPEED EXERCISES.

f f f f f f f f

m m m m m m m m

n n n n n n n n

mm mm mm mm mm mm

h y h y h y h y h y

mn mn mn mn mn mn

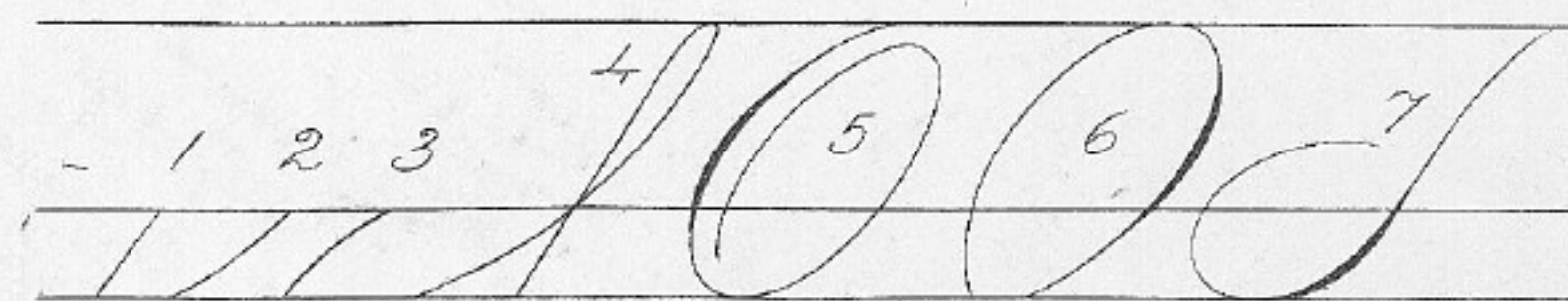
STANDARD BUSINESS ALPHABET.
—

A B C D E F G H I J K
L M N O P Q R S
T U V W X Y Z

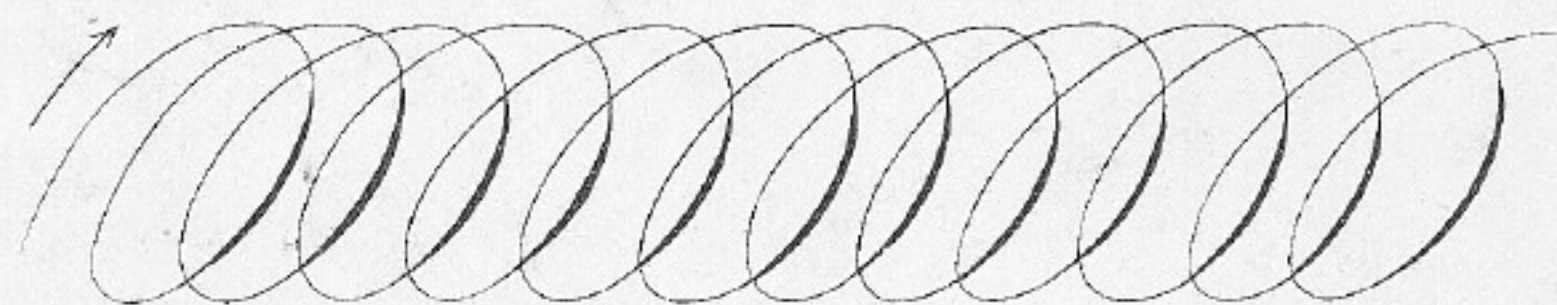
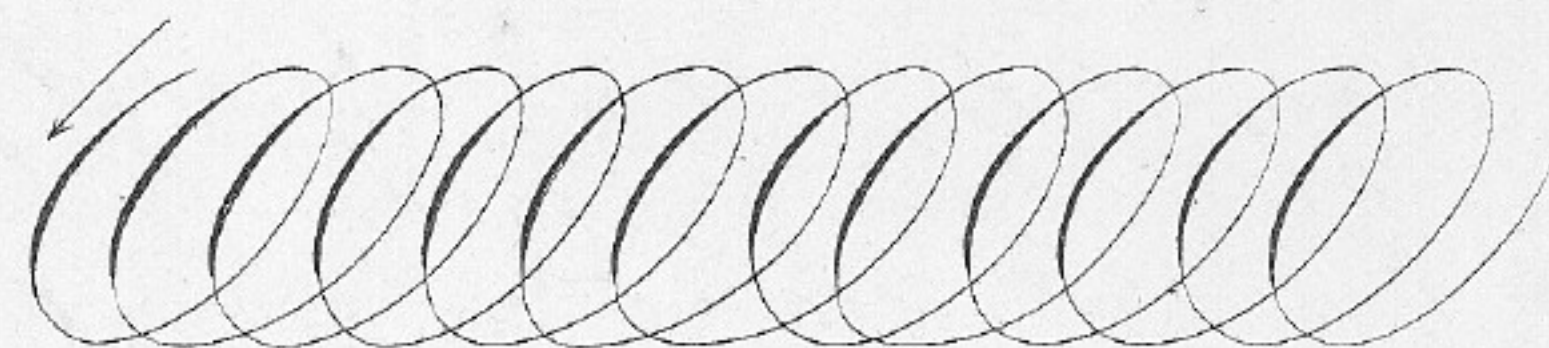
a b c d e f g h i j k l m n

o p q r s t u v w x y z

EXERCISES ON THE CAPITALS.



Our analysis shows us that the Capitals are chiefly formed of the 5th, 6th, and 7th Principles; that is, a Direct Oval, an Inverted Oval and a Compound Curve, or Main Stem. These exercises, as well as those on the combined Capitals which follow should be made with the Muscular Movement, independently of the fingers. Each copy must be practised separately and carried across the page. The learner will not find the exercises difficult but very useful.



COMBINED CAPITALS.

17

A A A A A A A

B B B B B B C C C C C C

D D D D D D E E E E E E

F F F F F F G G G G G G

H H H H H H J J J J J J

K K K K K K

L L L L L L L L L L

M M M M M P P P P P P

R R R R R R S S S S S S

T T T T T U U U U U

W W W W W Y Y Y Y Y

Z Z Z Z Z

VARIETY CAPITALS.
—

A A A B B B C C C D D
E E F F G G H H I I
K K K L L M M M N
O O P P Q Q R R S S
T T U U U V V V W W
X X X X Y Y Y Z Z

An occasion lost can never be regained. A

Be silent, or say something worth hearing. B.

Confidence is the companion of success. C

Discretion in speech is more than eloquence.

Evil communications corrupt good manners.

Fortune helps them that help themselves. F

Great designs require great consideration. G

Hope long deferred maketh the heart sick. H

Innocent actions carry their own warrant.

Judge not of men or things at first sight.

Kindness conquers where harshness fails.

Liberality is not giving lavishly but wisely.

Misfortunes come quickly and leave slowly.

Nothing is impossible to a willing mind. N.

One may be confuted without being convinced.

Prosperity and vanity are often companions.

Quantity should not be preferred to quality.

Rare commodities are worth more than good.

Some are always busy and never do anything.

The example of good men is visible philosophy.

Unsolicited advice is very rarely appreciated. U.

Without a friend the world is but a wilderness.

Yield obedience to those placed in authority. Xena.

Zeal without knowledge is fire without light. Xc.

Manchester. April 14. 1897.

Mr. Henry Laner.
Coventry.

Sir Please forward
one dozen each Bicycles Nos. 45 & 46
as per your latest price list.

If you cannot execute the whole
order at once please send what you
can as my customers are waiting.

Yours respectfully,

H. J. Barnes.

Manchester January 1st 1898

Received from Mr. James K. Hannay
the sum of forty pounds in full of a/c.

£40.0.0

F. Pearson.

£196.0.0 London October 9th 1898

Three months after date pay to
our order the sum of one hundred
and ninety six pounds for value received

G Hunter & Co

Glasgow

R. F. Sumner.

CIVIL SERVICE WRITING.

The handwriting required by the Civil Service Commissioners is that which has legibility as its chief characteristic; this naturally entails the proper formation of the letters of the alphabet. The letters must be without ornament of any kind, the final stroke in each word being made as short as possible. It is customary to make the spaces between letters and words wider than in copper-plate writing; loops are also somewhat shorter and much wider. The average slant of the best specimens is 70° . All turnings are round, and up and down strokes are nearly the same thickness. As there is sometimes a good quantity of matter in the examination papers, students should learn to write at a fair rate of speed, and this can be best accomplished by practising such exercises as are found in this book. After carefully studying the letter forms the learner should combine them in movement exercises, beginning slowly and gradually increasing the speed. It is best to practise on unruled foolscap paper with a broad-nibbed pen.

THE CIVIL SERVICE ALPHABET.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n
o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Augustine landed in England A.D. 597.

Battle of Bannockburn was fought: 1314.

Charles 1 was beheaded at Whitehall: 1649.

Danegeld, a tax levied by Ethelred 991.

Egbert became overlord of the English 827.

Feudalism established by William 1: 1070.

Gibraltar was besieged and taken in 1704.

Harold 1 defeated Harold Hardrada: 1066.

Independence of the U.S. America, 1776.

Joan of Arc was burned as a Witch, 1431.

King John signed Magna Charta, 1215.

Laud made Archbishop of Canterbury, 1633.

Mary Queen of Scots was beheaded in 1586.

Nelson won the Battle of the Nile: 1798.

Oliver Cromwell became Protector in 1653.

Pelham became Prime Minister: 1743.

Quebec the scene of Wolfe's death 1759.

Roman Catholics Disability removed 1829.

Siege of Sebastopol Sep. 1854. to Sep. 1855.

Tower of London founded by Willm. 1. 1066.

University of Oxford founded about 886.

Wentworth, Lord Strafford impeached. 1640.

Yorkists victors and Warwick killed 1471.

Zutphen. besieged by the English 1586.

Round Hand Alphabet.

A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z &
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0.

This Indenture made the fourth day of April One thousand eight hundred and ninety eight Between Henry Sykes of Manchester in the County of Lancaster Writing Master of the one part and Owen William Cox of Manchester aforesaid Accountant of the other part Witnesseth that in consideration of the rent reserved in and by a certain Indenture of Lease hereinafter recited The said Henry Sykes Doth hereby demise lease set and to farm let unto

German Round Hand.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z.

This style of writing is suitable for
engrossing and ornamental work
Use a broad pointed pen.

a b c d e f g h i j k l m n o
p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

LETTERING.

Although Lettering is no longer taught in schools, there are many who require it in their ordinary pursuits to whom a knowledge of the letter forms is an advantage. It is not within the sphere of this Manual to give more than the standard alphabets which follow; but these, and the variations which the learner's ingenuity will suggest, are enough for all practical purposes. The Block letters, arranged in squares, will serve to show the proportions of the Upright Roman, the Slanting Roman, and other ornamental letters; these should be practised until the learner is thoroughly acquainted with the forms, like in ordinary writing. The German and Old English Text are written with a quill pen, the point of which may be broad or narrow as required. The shaping of a quill pen is no easy matter, and the Author has quite a respectable-sized volume on this subject. A simple and ready way to prepare the pen is to buy an ordinary cut quill, and laying it on a sheet of glass, back upwards, cut it diagonally across, leaving the left side slightly the shorter. From the very outset you should try to draw the letters freehand: if you use the pencil for more than the spacing you will never acquire that freedom which characterises the finished Penman. Very little flourishing should be used: sometimes, by way of ornament, it is necessary; in that case, care must be taken to follow the rules of composition so as to produce a harmonious whole. Flourishing, for its own sake, is now entirely out of date, and is looked upon by practical men rather as a monument of misspent energy than an accomplishment to be admired.

EGYPTIAN BLOCK LETTERS.

A B C D E F G H I J

K L M N O P Q R S

T U V W X Y Z &

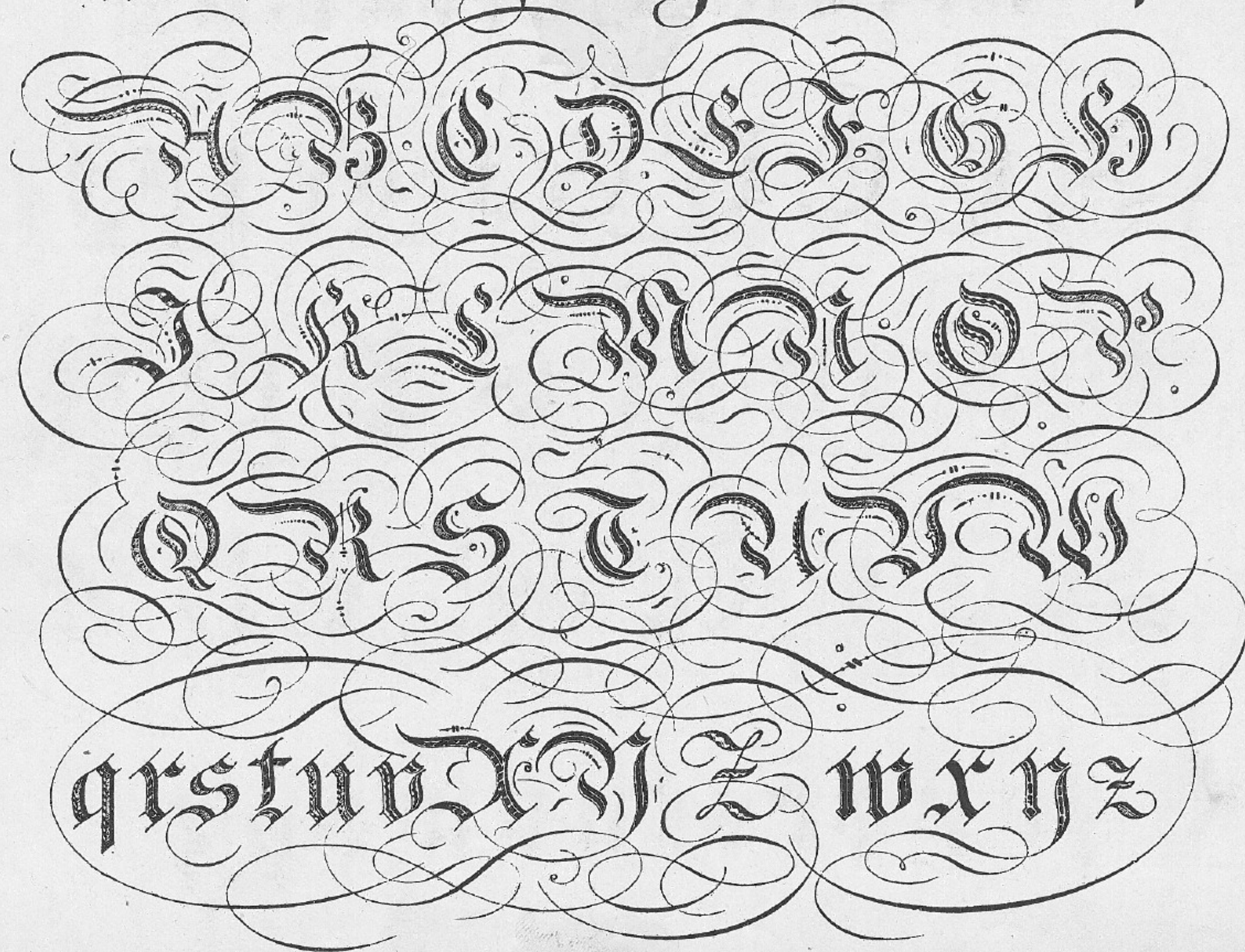
1 2 3 4 5 6 7 8 9 0

a b c d e f g h i j k l m n

A B C D E F G H I
K L M N O P Q R
S T U V W X Y Z

o p q r s t u v w x y z

a b c d e f g h i j k l m n o p



a b c d e f g h i j k l m n

A B C D E F G H I J K L

M N O P Q R S T U V

W X Y Z

o p q r s t u v w x y z.

a b c d e f g h i j k l m n

A B C D E F G H I J K L

M N O P Q R S T U V

W X Y Z

o p q r s t u v w x y z

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MANCHESTER :

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